



## Job Announcement

[www.courts.state.md.us](http://www.courts.state.md.us)

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	September 28, 2007	<b>Closing Date:</b>	Open until filled
<b>Job Title:</b>	Staff Attorney	<b>Position Type:</b>	Temporary (Approx 30 hours/week)
<b>PIN:</b>	831104	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Court Information Office Annapolis, Maryland	<b>Salary:</b>	Salary commensurate with experience (No State Benefits)
<b>Financial Disclosure:</b>	Yes		

**Essential Functions:** Provide part-time staff support to Maryland's Judicial Campaign Conduct Committee including organizing committee meetings and public hearings, fielding questions from the press and judicial candidates/campaign staff, creating and maintaining tools for communications (listserv, web pages, etc) and performing research. Primary duties include: maintaining regular contact with committee leadership and members to plan activities, arranging meetings and hearings, administering budget, circulating materials, handling questions, etc; conducting legal research, researching related activities in other states, compiling resources on judicial elections, ethics and election law; conducting survey of candidates relating to voluntary standards for campaign conduct; creating and maintaining listserv, updating and maintaining web pages and posting announcements; and responding to press inquiries about sensitive ethical issues and conveying guidance to candidates regarding campaign ethics, finance, and conduct in general.

**Education:** Juris Doctorate and admission to the Maryland Bar.

**Experience:** Three years of professional legal related experience in the area of professional responsibility, elections, election law or related field.

**Skills/Abilities:** Ability to perform legal research. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to define problems, collect data, establish facts, draw valid conclusions and formulate recommendations based on the data. Ability to compose orders, memoranda, and reports using proper grammar, punctuation, and spelling. Ability to apply policies, procedures, rules, regulations and laws as required. Ability to communicate in an effective, patient, tactful manner with members of the press, judicial candidates/campaign staff and committee members. Must have strong computer skills, excellent organizational skills and be a self starter.

**Please submit a resume and cover letter including salary requirements by 4:30 on October 22 to:**

**Search Committee - Maryland Judicial Campaign Conduct Committee**  
500 W. Baltimore Street  
Baltimore, Maryland 21201  
Email: [rsbainum@mdjccc.org](mailto:rsbainum@mdjccc.org)  
Fax: 410-706-5856

**Please visit our website for full details and more information:** [www.mdjccc.org](http://www.mdjccc.org)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.